



COMMONWEALTH OF MASSACHUSETTS DEPARTMENT OF TELECOMMUNICATIONS AND CABLE

This checklist is to be submitted with the Business Statement and proposed tariff

CheckList For Registration/SBO and Tariff Filings

Use the checklist to indicate that the following information/documents have been provided in conjunction with filing **an initial** Registration/SBO and intrastate tariff.

All items must be responded to in order to expedite the handling of a filing. If a response is 'no' or 'not applicable', please explain.

A. Registration/Statement of Business Operations

Yes No

1. Q Q The Registration/*Statement of Business Operations* is complete, signed and notarized, with all necessary attachments.
2. Q Q The description of the services in item 14 of the *Registration/Statement of Business Operations* is a clear, complete, but brief explanation of all services to be offered. **The response does not refer the reader to the proposed tariff for a description of the proposed services.**

B. Tariff

1. Q Q The proposed tariff is accompanied by a transmittal letter specifying the tariff number and specific pages being filed for consideration by the Department, including an explanation of the filing.
2. Q Q The original copy of the proposed tariff is on 82_ x 11_ **three hole-punched paper**. This requirement does not include the two copies.
3. Q Q The appropriate filing fee of \$100.00 is included.
4. Q Q The *issue* date of the proposed tariff is the date on which it is expected that the Department will receive the filing.
5. Q Q The *effective* date of the proposed tariff is at least thirty (30) days after the date on which it is expected that the Department will receive the filing.

6. Q Q The proposed tariff contains the appropriate restrictive language if telecommunications services are being offered to only non-residential customers.
7. If residential service is to be offered:
- Q Q (a) the tariff contains generic language stating that the company will comply with the Billing and Termination Rules in DPU 18448;
- Q Q (b) the proposed tariff contains explicit billing and termination rules *similar* to those contained in DPU 18448, and the differences are clearly articulated in the tariff transmittal letter.
8. Q Q If non-residential service is to be offered, the tariff includes language stating that if a non-residential customer is unable to resolve any dispute with the Company, the customer may file a complaint with the DTC. The tariff provision also states that pursuant to its authority under G.L.c. 159, the DTC has discretion whether to adjudicate complaints between non-residential customers and the Company. D.T.E. 02-86 (June 2, 2003)
9. Q Q The proposed tariff contains, at a minimum: a table of contents; sections containing definitions, technical terms and abbreviations; general rules and regulations; a description of all services to be provided **INCLUDING the marketing/advertising names of all tariffed services and products**; and applicable provisions for special pricing arrangements, promotional offerings and surcharges.
10. Q Q The proposed tariff contains all applicable rate schedules for services to be offered. There are no minimum/maximum rates or range of rates in the proposed tariff. If a third party rate is being _passed through_ to the customer, explanatory language is contained in the tariff.
11. Q Q There are no attorney's fees, court costs or collection fees in the proposed tariff.
12. Q Q Security deposit requirements for residential customers do not exceed \$50.00.
13. Q Q Interest on deposits, which must be paid by all telecommunications services providers on non-residential accounts, are calculated in conformance with 220 CMR 26.09.
14. Q Q Late payment charges imposed by incumbent local exchange companies on unpaid non-residential account balances of bills in arrears are calculated in conformance with 220 CMR 26.10.
15. Q Q The proposed tariff includes provisions indicating that a written notice of discontinuance of service, with reasons specified, will be sent fifteen (15) days prior to discontinuance, followed by a second written notice five (5) days prior to discontinuance of service. Notices will be sent via First Class U.S. Mail.

16. Q Q If operator services are to be offered from traffic aggregator locations, the consumer information label/tent card/place card is in conformance with the Department's Consumer Protection Policies outlined in the *Statement of Business Operations*, especially with respect to oral rate disclosure requirements issued by the Department effective July 1, 1998, and similar to rules adopted by the Federal Communications Commission . (See DPU/DTE 97-88/97-18 Phase II (April 17, 1998)).
17. Q Q If providing inmate calling services (e.g., automated, collect-only, 0+, debit-card, outbound-only calling services to inmates of confinement facilities in Massachusetts) the proposed tariffed rates and oral rate disclosure requirements are consistent with the Department's April 17, 1998, decision in Docket No. DPU/DTE 97-88/97-18 (Phase II).
18. Q Q The proposed tariff contains language stating that all promotional service offerings will be filed with the Department for tariff approval. Promotions are not open-ended and have an ending date of within one year.
19. Pursuant to Massachusetts General Law c. 159, Sections 19 and 19A, the revenue generated from the rates and charges associated with intrastate Directory Assistance (DA) service, in conjunction with local exchange service for residence, centrex and/or private branch exchange (PBX) services are used as a funding mechanism for the provisioning of E911, Dual Party Relay Service and Specialized Customer Premises Equipment Programs. Contained within the statutes are certain other conditions and exemptions.
- Q Q If offering DA services to local exchange customers, the tariff provisions conform to the applicable statutes and any previous Department rulings. If no, please explain.
20. Q Q If offering local exchange services, the Statement of Business Operations and tariff describes the service areas including the exchanges and local calling areas.

Note: Generally, tariffs may not reference other carriers' tariffs, rules, regulations or rates. However, if Registrant is proposing to resell the local exchange services of a facilities-based carrier, Registrant's tariff may, if applicable, include a provision that the company is adopting the service area(s), exchange boundaries and local calling areas of the facilities-based carrier. See item 16 in Registration/SBO.